

# APPLICATION FOR

# Support Staff EMPLOYMENT

## INTRODUCTION

***Thank you for showing interest in the Academy. We would welcome an application form from you and wish you every success.***

* Before you begin, please read all the documents enclosed – they are designed to help you.
* Please note that this form is an essential part of the Academy’s selection process and you are **also asked to submit a letter of application, describing in some detail your relevant previous experience and achievements and their application to this post. Please include any other information you feel would be helpful. CV’s will not be accepted.**
* *As with all* Academies *and Schools we follow the latest DfE Guidance on Keeping children safe in education with regards to our employment and recruitment processes.*

Please return your completed application form to:

**Principal at the Academy, unless otherwise stated.**

Fulwood Academy, Black Bull lane, Fulwood, PRESTON PR2 9YR

Tel: 01772 719060

**Working as a TEAM in the pursuit of excellence for all**

Note: If you do not receive further communication from us within four weeks of the closing date, please assume that on this occasion your application has not been successful.

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| Application for the post of **………………………………………………………………………………………….** |
| Where did you see/hear about this vacancy? **…………………………………………………………………….** |

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| **1. PERSONAL**  Please complete this section in block capitals  Surname …………………………………………….. Forename(s) ……………………………………  Previous Surname (If Applicable) ……………….. Teachers Ref. No ………………………………  National Insurance Number …………/…………/…………/…………/…………(9-digits)  Home Address . . . . . . . . . . . . . . . . . . . . . . . . . . . .  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Telephone No (s) :-  Post Code . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Home . . . . . . . . . . . . . . . . . . . . . . .  Work . . . . . . . . . . . . . . . . . . . . . . . .  Email address . . . . . . . . . . . . . . . . . . . . . . . . . Mobile . . . . . . . . . . . . . . . . . . . . .  If the job details indicate that the use of a car is required, do you have  - a car available for work? YES/NO  - a current clean driving licence? YES/NO  - any previous motoring offences? YES/NO   |  |  | | --- | --- | | Do you have the right to work in the UK? | Yes / No *(Please delete)* | | If appropriate, please state the expiry date of your right to work in the UK and/or your work permit. | Expiry Date: | | ***Note: You will be required to provide evidence of your right to work in the UK if we make you an offer of employment.*** | | |
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| **2. Present Position**  Present Post …………………………………………… Date Appointed ………………………………  School/College………………………………………………………………………………………………………  *(Name, Type and Address)*  *…………………………………………………..………..* Post Code ………………………………………  Single Sex or Mixed …………………………………… Age Range ……………………………………...  Number on roll *(Total)* ………………………………… Number 16+ ……………………………………  *(If applicable)*  Spinal Column Point/Group …………………………… Salary £ …………………………………………  Period of Notice Required . . . . . . . . . . . . . . . . . . . . . . |

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| **3. Education AND Qualification**  Successful applicants will be required to provide original documentary evidence of all qualifications stated below:  **A. Secondary Education *(Names of Schools/Colleges are not required).*** | | | | | | | |
| From | To | Qualifications Obtained (Please indicate Level, Awarding Body, Subjects and Grades | | | | | Date of  Award |
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| **B. Further, Higher Education and Professional Education** | | | | | | | |
| Name of Institution | | | From | To | F/TP/T | Qualification Obtained  (Please indicate Level, Subject(s) and Grades) | Date of  Award |
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| |  | | --- | | State involvement in the last five years to your application as a participant, and if applicable, as a contributor. |   **4. IN SERVICE EDUCATION:** | | | | | |
| Date of Course | | Length of  Course | Details of Course | Qualification Obtained + Date of Award | By Whom Provided |
| From | To |
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| **5. Summary of skills & Special Interests** (relevant to this application) | | | | | |
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| **6. MEMBERSHIP OF PROFESSIONAL BODIES** | | | | | |
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| **7. REASON FOR LEAVING + SALARY** |

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| **8. PREVIOUS Employment** | | | | | |
| Employer | Nature of Employment | From | | To | |
| M | Y | M | Y |
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**9. PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18** (Please give details)

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|  | **From** | | **To** | |
| **Month** | **Year** | **Month** | **Year** |
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**10. LEISURE INTERESTS**

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| Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying. |
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| **11. REFEREES**  **Please give the names of three persons who are able to comment on your suitability for this post. If you are employed in an educational establishment one must be your present or last employer. Any offer of employment will be conditional upon satisfactory references being obtained. Also the referees must not be from the same employer or School and should not be from a friend or relative.**  **1.** Name ……………………………………………… **2.** Name ………………………………………………  Position …………………………………………… Position ……………………………………………  Address …………………………………………… Address ……………………………………………  ……………………… Post Code ………………… ……………………… Post Code …………………  Tel. No. …………………………………………… Tel. No. ……………………………………………  Email address . . . . . . . . . . . . . . . . . . . . . . . . . . Email address . . . . . . . . . . . . . . . . . . . . . . . . . .  **3.** Name ………………………………………………  Position ……………………………………………  Address ……………………………………………  ……………………… Post Code …………………  Tel. No. ……………………………………………  Email address . . . . . . . . . . . . . . . . . . . . . . . . . .  Please indicate if you were known to a referee by another name.  References will be taken up after shortlisting and before interview.  May we contact your past/present employer if you are shortlisted? YES/NO  May we seek details of your absence record if you are shortlisted YES/NO |

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| **Has someone else completed this form on your behalf?** | Yes/No |
| **If yes**, please provide the person’s name and an explanation:  Do you consider yourself to have a disability? Yes/No | |

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| **PENSIONS** | |
| Are you currently in receipt of a pension from the Local Government Pension Scheme? | Yes/No |
| Have you elected to OPT-OUT of the Local Government Pension Scheme?: | Yes/No  If Yes, please provide date |
| Have you elected to participate in the Part-Time Local Government Pension Scheme? | Yes/No  If Yes, please provide date |
| Have you elected to pay additional Superannuation Contributions  through the Teachers’ Scheme?: | Yes/No  If Yes, please provide date |
| **If yes**, please indicate whether these are: |  |
| i) Widower’s Contributions | Yes/No % |
| ii) Purchase of Past added Years | Yes/No % |
| iii) Additional voluntary contributions via Prudential Assurance Co. | Yes/No % |
| I certify that the information given above is correct to the best of my knowledge. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice. | |
| **Signature:** | |
| **Date:** | |

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| **12. DISCLOSURE OF CRIMINAL BACKGROUND**  Criminal convictions (Please read this section carefully)  All applicants are required to provide full details about any criminal record they may have.  The successful applicant will be required to make an application to the Disclosure & Barring Services (DBS) for disclosure under the provisions of the Police Act (1977). The Academy will confirm your identity at the interview and submit the application to the DBS, paying the necessary fee.  The 1997 Police Act allows employers to obtain information about people who are being considered for appointment to positions involving work with children, vulnerable adults or other positions of trust. The post you are applying for is subject to an enhanced disclosure and you must provide details of all convictions, either in the UK or abroad, including those ‘spent’ under the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975, cautions and bind-overs, reprimands, warnings, investigations or prosecutions pending.  Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.  You must also inform us if you are on List 99/Barred check, disqualified from working with children, or subject to sanctions imposed by a regulatory body, e.g. The National College of School Leaders (Formally The General Teaching Council.)  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers , and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.  Criminal records will only be taken into account for recruitment purposes when the conviction is relevant. Having an ‘unspent’ conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s). Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate’s suitability for the post applied for.  Failure to disclose any information required of you may result in your application being rejected, disciplinary action or dismissal. Do you have any criminal record information to disclose?  YES/NO |

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| If Yes please supply details |
| If you are a foreign national or a UK resident who has ever lived or worked abroad you must obtain a Certificate of Good Conduct from that country(ies) Embassy in the UK. For example if you have worked in France, you must obtain a Certificate of Good Conduct from the French Embassy in the UK. |

**DBS Update Service**

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| Are you a registered member of the DBS Update service through payment of an annual subscription?  YES/NO |
| If yes, do you give consent to Fulwood Academy and /or the HR Provider to carry out a Status Check on sight of your original certificates  YES/NO |
| To enable a Status check to be carried out, please provide the following information |
| Applicant’s Full Name (as shown on the DBS Certificate) |
| Date of Birth |
| DBS Certificate Number |
| DBS Certificate Date |
| Update Service ID Number |
| Workforce Job title (On DBS Certififcate) |
| Address (On DBS Certificate) |
| Do you give permission for us to carry out a status check at [www.gov.ukdbs](http://www.gov.ukdbs) of your current DBS Certificate?  Signature ………………………………………………………..Date………………………………………  All information provided on this form will be dealt with in accordance with the Data Protection Act 1984 Amended 1998 |

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| **13. CANVASSING**  Are you related to any School Governors or staff members? Yes/No  If yes, give their name and position . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .  **Canvassing directly or indirectly will disqualify candidates** |

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| **14. Please note that if you are invited to interview, you will be asked about the boundaries between adults and children in an educational setting.**  **Declaration**   1. The information I have given on this form is true and accurate to the best of my knowledge. 2. I have read, or had explained to me, and understand all the questions on this form. 3. I understand that under legislation for the Disclosure and Barring Service, if offered the post I will be asked to agree to a check being made by the Criminal Records Bureau about the existence and content of a criminal record. I am required to submit my DBS Disclosure within 10 days of receipt to the School Business Manager. 4. I understand that I will be required, if I am offered the post, to submit a pre-employment medical questionnaire. 5. If offered the post if I give any false information on this form it may lead to my dismissal   Signature ………………………………………………………………… Date …………………………………... |

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| If the job you are applying for requires you to travel, please answer the following two questions. | | | | | |
| 1. Please state what type of driving licence you hold and provide details of any endorsements or penalty points. | | | | | |
| Provisional | Full | Eligible to drive a minibus (category D1) | | Other | None |
| Details of endorsements or penalty points. | | | | | |
| 2. Do you have regular access to a car?  Yes  No | | If you do not have regular access to a car, can you provide alternative mobility?  Yes  No | | | |
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| **Data Protection Act 1998** – we will hold information on this form on manual and electronic records. We will keep the information confidential and only use it for payroll and personnel administration purposes. If your application is unsuccessful, we will hold the data for six months and then destroy it. | | | | | |
| ***Entitlement to work in the UK*** *- to comply with the Immigration, Asylum and Nationality Act 2006, all potential employees will be required to supply evidence of eligibility to work in the United Kingdom (UK).* | | | | | |
| **Declaration** - I confirm that the information I have provided on this form is accurate and true. I understand that the canvassing of any councillor or employee of the council or giving false information will make my application unacceptable and, if appointed, may lead to my dismissal. | | | | | |
| Name | | | Date | | |

**If you return this form by email without a signature, we will assume that you have accepted the declaration.**

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| 13238 Fulwood Logo copy2  http://www.avonandsomerset.police.uk/recruitment/disability_action_team/images/positive_about_disabled_people.gif**Guidance Notes**  **For Disabled Applicants**  **School Based Staff**  Due to the introduction of the Equality Act 2010 as extended by the Equality Act 2012 we need to ask applicants if they have any special requirements during the recruitment process because of a disability. Please read the guidance notes before completing the questions below.  **Do you have any special requirements in relation to the School’s application and recruitment process?**  Yes🞎no🞎  My special requirements are:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  This information is being collected so that if you are offered the job, any adjustments to the working condition or Environment that may be required, to enable you to carry out duties of the job will be considered in consultation with you.  **Definition of Disability**  The Disability Discrimination Act 1995 as extended by the Equality Act 2010 defines a disabled person as one who has a:  ***“Physical or mental impairment which has a substantial and long term adverse effect on his abilities to carry out normal day to day activities.”***  Mental Impairment – An impairment resulting from, or consisting of, a mental illness is a clinically well-recognised mental illness.  Long Term – The effect must have lasted at least 12 months or is likely to last for 12 months or is it likely to last for the rest of the person’s life.  Normal Day to Day Activities – These are defined as mobility, manual dexterity; physical co-ordination, continence, ability to lift, carry or otherwise move everyday objects, speech, hearing, eyesight, memory or ability to concentrate, learn or understand. |

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| **Conditions included in the definition of disability are:**   * A recurring condition which has recurred over more than 12 months or is likely to recur over more than 12 months; * A progressive condition, eg cancer, multiple sclerosis, muscular dystrophy or HIV which has, or has had, an effect on normal day-to-day activities; * People with severe disfigurements, although some with deliberately acquired disfigurements will not be covered; * People registered as disabled under the Disabled persons (Employment) Act 1944 from January 1995 until 2 December 1996 will be deemed to be disabled until 1 December 1999. People with a history of disability will also have protection, even if they do not now have a disability.   **Your Application**  There is no legal requirement to provide information about your disability on this form. However, you are encouraged to do so, in fairness to yourself, and in order for us to meet the commitments under our Equal Opportunities Policy.  If you are disabled and require assistance with completing the application form or you would like to submit a taped version of your application form, please telephone X for further advice. The telephone number is 01772 719060 and ask for ?.  **Please return this form together with your application form and the equal opportunities monitoring form. Thank you for your co-operation in completing this form.** |